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DD/S&T 043-66

10 January 1966

MEMORANDUM FOR: Director, Office of Research and Development
Director, Office of ELINT
Director, Office of Scientific Intelligence
Director, Foreign Missile & Space Analysis
Center

SUBJECT: Schedules for Submission of Contracting
Proposals to Office of Logistics During
Remainder of FY1966

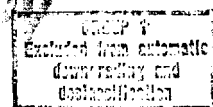
1. The Office of Logistics in planning for the execution of its contract negotiation workload for the remainder of the fiscal year has requested current information as to the prospective plans of this Directorate.

2. Accordingly it is requested you prepare a current schedule of all proposals which you plan to transmit to the Office of Logistics for negotiation during the balance of the year, utilizing FY1966 funds. The schedule should reflect the budget control number, short title of the project, the prospective contractor if known, the estimated amount and the month in which the proposal should reach Logistics. Please be as realistic as possible in preparing this schedule and avoid estimating an earlier submission date than can reasonably be met. In connection with estimating submission dates to Office of Logistics, allow times as follows for submission to Logistics after the proposal finally leaves the office of origination:

a. Two working days for proposals not in excess of \$25K.

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to Office of Logistics During Remainder of FY1966

b. Five working days for proposals over \$25K
but not in excess of \$150K.

c. Fifteen working days for proposals in excess
\$150K.

3. The dollar value of the proposals scheduled by each
office should reconcile with the unobligated portion of the
office contract budget as of the close of business 8 January
1966. The schedule should be provided to Chief, Administrative
Staff not later than COB 15 January 1966.


Executive Officer, DD/S&T

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